INTRODUCTION

Chapter 8 of Title 2 of the Lafayette municipal code concerns the Emergency Preparedness Commission. Its membership includes the following voting members:

5 volunteer appointees:
Fred Lothrop, chair,
Michelle Heckle,
Sherry Hoover,
John Stuart,
Dennis Rein,
And
The mayor or council member appointed by the mayor,
A representative of the police department, currently Sgt. Dan Nugent

Staff for the Commission is provided by Cathy Surges-Moscato, police Community Services Officer.

This report includes a general summary, a list of activities catalogued by pertinent sections of the municipal code, reports and comment by individual members of the Commission, and recommendations of the Commission to the City Council. A very preliminary response to the new Emergency Operations Plan is included as the Appendix.

GENERAL SUMMARY

Under the leadership of Fred Lothrop, the Emergency Preparedness Commission continued to work for general preparedness in case of a disaster.

High priority for the Commission was getting a more complete understanding of wildland fire hazards for the general Lamorinda community. The danger of a firestorm is particularly high in these drought years. We are working with neighboring communities to get information to our population.

Communications activities center around amateur radio communication and the county RACES program. Links from amateur stations to fire and police dispatch centers are being developed. We have also contributed to radio communications plans and equipment for the CERT program. City-purchased FRS radios are being used regularly in CERT training classes to develop skills in radio communications within affected neighborhoods and to the outside world.

The Commission completed its review of a proposed automatic gas valve shutoff ordinance that would replace the county ordinance under which the city has been operating, and was pleased to be present when the City Council passed the proposed ordinance.

LEARN classes are an ongoing feature of the Commission's outreach to the community in general, with three presentations in 2008, as has been the case in the past. The Commission

also has been present at the Art and Wine Festival, the annual reservoir run and other Lafayette public events including the Earth Day celebration.

CERT (Community Emergency Response Team) support has been ongoing through limited purchase of needed supplies. CERT recruiting efforts are centered through the LamorindaCert.org web page.

Other outreach efforts included presentations to neighborhood groups, at their request, and presentations at Lafayette Senior Services gatherings. Commissioner Lothrop accepted an invitation to present a talk on earthquake preparedness at the Lafayette Library.

We teamed with the Lafayette Crime Prevention Commission in a joint meeting.

We are drafting a "Statement of Understanding" between the City and local businesses that speaks to the willingness of a business to provide goods or services to the City in times of disaster.

Speaking to the Commission at its monthly meetings in 2008 were:

- Karen Siemsen, on emergent volunteer centers
- Breanna Taylor and Ruth Rosenberg, for the Red Cross
- Jonathan Goodwin, for the Canyon Fire Council,
- Gene Gottfried showing pictures of the October 25 Lamorinda CERT exercise,
- Emily Hopkins for the Contra Costa Consolidated Fire District,
- Mei-Sun Li, for Lafayette Senior Services,
- Lafayette Police Chief Michael Hubbard.

These speakers, and the discussion following, provided us with good perspective on the vulnerability and possible response of Lafayette to various types of difficulties.

We continue to work with the Lafayette Chamber of Commerce to foster business recovery in the event of a disaster. Our efforts include helping in the design of literature, providing emergency preparedness information, and distributing the Chamber literature. Business recovery depends critically on emergency preparedness by the businesses; such preparedness is generally not an immediate concern for the type of business we find in Lafayette.

Activities in 2008 according to the specifications of Section 8-313

8-313 Emergency preparedness commission powers and duties.

(a) It is the duty of the Lafayette city emergency preparedness commission to plan for and train those who will assist Lafayette citizens in time of an emergency as follows:

(1) Develop and recommend for adoption by the city council emergency and mutual-aid plans and agreements and ordinances, resolutions, and rules and regulations necessary to implement these plans and agreements;-

(2) Develop a work plan and budget for each fiscal year and submit it to the city council for approval;
Budget is in place

(3) Develop a plan to help neighborhoods help themselves including tasks such as: develop liaisons within each neighborhood and homeowners' association, make presentations to neighborhoods, encourage neighborhood associations to gather communal supplies, conduct CPR training and establish evacuation plans;

1. LEARN, Lafayette Emergency Action Response Network, is an ongoing program in which neighbors are encouraged to become familiar with the special needs and abilities of their immediate neighbors so that in case of a disaster they become self sufficient.
2. A letter was sent to all homeowners association presidents indicating a willingness to talk to their association.
3. Presentations are made to all neighborhoods on request. As in 2007, three have been made this year, two complete and one an annual update.
4. Homeowners are encouraged to know multiple ways out of their neighborhoods. Evacuation routes are not pre-established, rather decided by emergency responders according to circumstances.
5. CERT is currently taught to all interested individuals; we are working toward the goal that neighbors will take the course as a group so that they will indeed be teams. The attached sheet gives further CERT information.

(4) Periodically review the city's emergency plan;
This portion of our mandate is in suspension while we await acceptance and promulgation of a draft plan being submitted by consultants to the cities of Lafayette and Orinda, and the Town of Moraga.

(5) Identify areas and structures that may have the potential for damage in an emergency;

1. This is a part of Commission routine.
2. Special earthquake consideration is given to BART, municipal water supplies, and the soft storied City Offices.
3. In 2008 strong emphasis was given to fire protection in Lafayette, particularly "defensible space." Such space is that area surrounding a structure that provides a firebreak against wildland fires. The Commssion, in collaboration with the Contra Costa Consolidated Fire Protection District, is studying the best way to get information to those structure owners who will be impacted.

(6) Aid in the establishment of communication networks;

1. Satellite Telephone

A Globalstar satellite telephone is in place in the EOC. Purchased with Federal Grant money, this telephone "connects" via a hub in Texas to bypass local damaged telephone infrastructure and call blocking. Two portable satellite phones are available for mobile use in a disaster or emergency.

2. Public Works Radio System

Public works trucks and base stations in Lafayette, Moraga, and Orinda are equipped with radios. These radios use hilltop repeater stations, one in the east bay hills and the other in Moraga, to assure solid coverage throughout the area. The project was encouraged by the Emergency Preparedness Commission and funded by the three city governments.

3. Amateur Radio

Amateur Radio VHF-UHF equipment is located in the EOC and the Public Works garage (Alternate EOC). Amateur equipment in place for the city includes 3 mobile radios mounted in orange carrying boxes and 4 hand-held radios. Roof mounted antennas at the EOC, Public Works, and Community Center assure direct radio communication throughout Lafayette and Central Contra Costa County (including the County OES in

Martinez). In addition to the Amateur VHF and UHF bands, the radios are also programmed to operate on Fire District, Sheriff's Office, and Family Radio Service Channels. These battery-powered radios provide a completely independent alternate communications system.

4. FRS Radio Neighborhood Plan

A disaster communication plan using FRS (Family Radio Service) handie-talkie radios is being recommended for use by local neighborhoods, and is part of the CERT training curriculum. In 2006 a plan to link neighborhood FRS radios with amateurs, and amateurs with County dispatch centers via amateur radio was approved at the county level. As of the end of 2008, neighborhood plans are being distributed, although communication via ham radio to the county dispatch centers has not been implemented.

(7) Assist in planning an annual disaster drill;

Recent drills have included earthquake, fire, hazmat, landslide, and power outage components. A drill in 2007 for city staff was done as part of the MPC Consultants emergency plan program. This Commission had no part in planning, observation, or execution of that drill. Similarly, this Commission has not been asked to assist in any annual disaster drill for the City of Lafayette.

(8) Assist in publication of materials related to disaster preparedness plan;

SEMS and NIMS training has been given. We await the opportunity to participate in any publication assistance that may be needed.

(9) Compile an active list of volunteers who can be called upon to work in an emergency;

1. CERT members are being trained on an ongoing basis. A list of trained CERT graduates is maintained at the Lafayette Police Department.
2. Neighborhood meetings encourage the neighbors to maintain a list of which neighbor has which skill and which tools.
3 We have been working actively with the Lafayette Chamber of Commerce to encourage its members to prepare for disasters and emergencies, and in particular to have a recovery plan.
*4. There is no active list of non-CERT volunteers maintained by the City.

(10) Identify persons who may be in greater need of aid during an emergency;

1. We meet with representatives of the schools on an annual basis.
2. We are in regular contact with the Senior Services Commission and with Futures Explored through the monthly Lafayette Community Liaison meetings.
3. There is no "vulnerable populations" registry maintained by the city. We have explored the feasibility, but find that privacy issues are of great concern. We have been working with the Red Cross and the Salvation Army to work out some arrangement to take care of the assisted living and skilled nursing homes populations.

(11) Confer with other agencies, jurisdictions, relief organizations, and other organizations involved in the emergency and disaster response and recovery process;

We regularly have representatives or liaison at our meetings from the following agencies:
Moraga Police Department;
Moraga-Orinda Fire District
Contra Costa Consolidated Fire District;
Orinda Public Safety advisory Commission;
The American Red Cross;
The Salvation Army;
Lafayette Chamber of Commerce;

We participate in the Community Liaison monthly meetings at Gayle Uilkema's Lafayette office This meeting includes the business community and civic leaders.
In addition, one or more of our Commissioners participate in activities of the Contra Costa County Department of Health Services, the Contra Costa County Hospital Forum, the Contra Costa County Citizens Corps Council, the Contra Costa County RACES Emergency Coordinators meetings.

(12) Aid in the implementation of goals and policies related to emergency preparedness in the general plan.

1. One of our commissioners teaches a class in basic preparedness at the community center, other commissioners may assist.
2. We are an active member of the Citizens' Corps Council, and have an active CERT, (Community Emergency Response Team) program in cooperation with Contra Costa Consolidated Fire District, the Contra Costa County Office of Emergency Services, the Moraga-Orinda Fire Department, the Moraga Police Department, and the Orinda Public Safety Advisory Committee.
3. We maintain an emergency preparedness component to the City Website.
4. We address homeowners associations when invited.
5. We man a booth at Lafayette public events answering questions as well as distributing information about emergency preparedness.

(b) The commission members shall aid city staff by handling administrative tasks and act under the direction of the director of emergency services in an emergency.

(c) The commission members shall assist city staff, when requested, with the following general functions: care and shelter, communications, damage assessment, education, emergency public information, resources, fire and rescue, law enforcement and traffic control, medical, public works, schools, utilities and personnel operations.

(d) Commission members shall perform other duties and tasks as may be assigned by the city council.

(Ord. 426 § 1 (part), 1994)

IMMEDIATE GOALS OF THE EMERGENCY PREPAREDNESS COMMISSION

- Continue to support emergency preparedness for local businesses
- Put on, with the Lafayette Crime Prevention Commission, a summer Safety Fair
- Community Wildfire Prevention &Preparedness; improve visibility of program
- Assist the City in planning the new library EOC area
- Meet with local schools as part of ongoing cooperation
- Coordinate CERT activities for local civic events
- Develop a program for apartments, to guide landlords and tenants toward self-sufficiency in the event of a disaster, including emergency supply storage and building safety.

IMMEDIATE RECOMMENDATIONS FOR THE CITY OF LAFAYETTE

- CERT TRAINING FOR ALL COUNCIL MEMBERS

- COUNCIL MEMBERS ATTEND CITY DRILL

It is likely one of you will serve as the PIO, Public Information Officer. Like any other emergency position, this can be practiced.

- NEW EOC

We are pleased that the new Library will also function as the Lafayette EOC. We look forward to helping the implementation of that area as the new Library comes into being.

- CITY EMPLOYEES EMERGENCY JOB ASSIGNMENT GOALS

City Employees who are identified as part of the City's EOC Emergency Management Staff should have "Emergency Preparedness" included in their individual job assignments and performance reviews.

- SEPARATE BANK ACCOUNT PRE-ESTABLISHED TO BE USED ONLY IN TIMES OF EMERGENCY

This makes FEMA reimbursement much easier for the Finance Officer. Consideration should be given to having this bank account serviced out of state or on line.

- MOUs , MEMORANDUMS OF UNDERSTANDING

Create memorandums of understanding with local businesses concerning their cooperation in times of emergency. For example civil engineers should be available to supplement city engineers after a major quake. The equipment rental store will have power tools we need. Water and food will be needed and available locally but it is best to have this worked out in advance. The Commission is preparing a draft for submission to the City.

- ANIMAL, PET PREPAREDNESS

We are excited to learn that Contra Costa County Animal Services is implementing Pet Sheltering in the event of a disaster, and is active in training our citizens in Pet Emergency Preparedness. However, their facilities are limited and may not be directed toward us. We have begun by asking Lafayette veterinarians to discuss pet emergency preparedness with their clients. Preparedness flyers have been supplied to the veterinarian offices, pet food stores, and pet groomers.

LEPC REPRESENTED IN *VISTAS*

One drawback we find is that very few people know about the existence of the Emergency Preparedness Commission. We recommend that a future issues of *Vistas* have an article from time to time on the Commission and preparedness.

- CITY OFFICES PREPAREDNESS

We recommend a critical survey of city offices for storage security in the event of an earthquake, and mitigation if it is needed. City workers present in the event of a disaster will be needed in the EOC. Before they can start any EOC duties they should make sure their homes and families are secure. We will be happy to provide a class on this topic to city staff.

We recommend that city staff take a CERT course as part of their preparation for disaster mitigation

We recommend that Public Works continue its efforts to mitigate damage to its building and contents by safe equipment and material storage in its warehouse.

FOR FUTURE CONSIDERATION BY THE CITY

- Consider having an alternate out of state server for City Website.
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- If the city wishes to create and maintain a volunteer registry and a "vulnerable populations" registry it may be necessary to create a part time paid position.
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- Become involved with CERT classes and show support by attending graduation/drills.